

Code: **BDDG**
Adopted: June 24, 2006

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within thirty days after the meeting. The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and superintendent.

The district will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

Minutes of closed session will be kept in accordance with the requirements of Nevada's Open Meetings Law. If disclosure of material in the closed session minutes would be inconsistent with the purpose for which closed session was held under NRS 241, the material may be withheld from disclosure.

If a closed session is held pursuant to NRS 392, 241, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and that student's educational program; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s): NRS 241.035